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# NASA Procedural Requirements

**COMPLIANCE IS MANDATORY**

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## **Subject: Real Estate Management Program**

**Responsible Office: Facilities Engineering and Real Property Division**

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## **Chapter 9. Relocatable Buildings--Authorization, Acquisition, Use, and Disposal**

### **9.1 Introduction**

9.1.1 This chapter discusses the policies and procedures to be followed when authorizing, acquiring, using, and disposing of relocatable buildings.

### **9.2 Authorization, Acquisition, Use, and Disposal of Relocatable Buildings**

#### **9.2.1 Purchase and Consideration of Relocatable Buildings**

9.2.1.1 Relocatable buildings may be purchased and used within NASA when they constitute the most feasible and economical means of satisfying interim facility requirements. Buildings used to satisfy such requirements will normally be funded from program or local resources.

9.2.1.2 Relocatable buildings are considered real property. The exception is nonrigid structures such as tents and inflatables, which are considered personal property.

9.2.1.3 If a relocatable building is acquired via lease, Chapter 4 of this NPR is applicable.

#### **9.2.2 Authorization**

9.2.2.1 NASA Center Directors (or an authorized Center Senior Management Official)

and the Director, NASA Management Office - JPL, have the authority to purchase or lease relocatable buildings that are necessary for mission performance.

- a. The cost of the relocatable building(s) shall not exceed \$500,000 per action.
- b. The term of the lease may not exceed 3 years.

9.2.2.2 Centers shall submit a letter notifying the FERP Division of procurement or lease 90 days prior to action.

### 9.2.3 Acquisition

9.2.3.1 If the acquisition of a relocatable building meets the capitalization criteria in NPR 9250.1, an Alternative Future Use Questionnaire (Form 1739) shall be completed by the FPM prior to the acquisition. (Also see Section 1.3.5.)

9.2.3.2 NASA Center Directors or the Center Director's designee and the Director, NASA Management Office - JPL, shall document their acquisition within 30 days by providing the following detailed information to the Director, FERP Division:

- a. Complete justification for the acquisition, including:
  - (1) Evaluation of the effect on NASA programs if relocatable building is not acquired.
  - (2) Complete scope of acquisition needed to meet the requirement considering the amount of equipment, space, and acreage.
  - (3) Utilization schedule for the duration of requirement.
  - (4) Brief description of any other required acquisition, if necessary.
- b. Proposed utilization, including:
  - (1) Square footage allowance per person and per major items of equipment.
  - (2) Utilization of all nonoffice space in the relocatable building.
  - (3) Plan depicting siting and land-use factors.
- c. Justification of method of acquisition, including:
  - (1) Comparison of costs and benefits of acquisition method chosen, as compared to all practical alternatives.
  - (2) Comparison of NASA acquisition versus contractor acquisition (if contractor will use facility).
- d. Costs of acquisition, including:
  - (1) Cost breakdown showing site preparation and other Center charges, including costs that may be incurred such as rehabilitation, alteration, and repair.
  - (2) Identification of type and source of funds.
- e. Projected annual operation and maintenance costs.
- f. Estimated time (in months) the facility will be required.

### 9.2.4 Utilization

9.2.4.1 All relocatable buildings will be utilized as interim facilities (normally not to exceed 3 years) until the program requirements that justified the acquisition have been satisfied or permanent facilities have been acquired to meet the same program need.

9.2.4.2 If the relocatable buildings are required beyond 3 years, a waiver request from the 3-year term above shall be sent to the FERP Division with justification for the extended term, including plans to meet the requirement with permanent structures.

## 9.2.5 Disposal

9.2.5.1 Relocatable buildings may be transferred to personal property records when ready for disposal and disposed of as personal property.

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